

Impact Network Program Coordinator

The Impact Network Program Coordinator is responsible for supporting the Program Manager with the delivery of services to members of Sustainable Waterloo Region's (SWR)'s Impact Network through best practice documentation, data analysis, reporting, communication and events.

The Impact Network is Sustainable Waterloo Region's (SWR) flagship program. We foster the development of the local clean economy by supporting organizations to set ambitious and realistic sustainability targets. We encourage an overall approach to sustainability, with focus on carbon, waste and water operations.

The Impact Network is a fully integrated environmental sustainability program that was designed by and for Waterloo Region. The services and framework are designed to support local sustainability issues in a way that fits with the most common international standards.

As the Impact Network Program Coordinator you would fulfill the following roles:

Reporting, Analysis and Documentation

- Develop reports to internally measure and communicate program progress (ex. member engagement, member target tracking and impact, Sustainable Development Goals tracker, annual surveys).
- Maintain member carbon/waste/water/environmental impact assessment data within the program's reporting tools.
- Develop and update standard operating procedure documents for members.
- Assist in creating custom dashboards and reports in Salesforce

Technical Applications

- Continuously evaluate the energy management software and its capabilities to ensure that it meets the needs of the program (exploring tool features, and support during deployment and migration of datasets)
- Assist in updating the member portal to increase engagement and user experience

Program Communications and Events

- Develop resources for and execute the annual Carbon Cleanse based on direction from the Program Manager.
- Support events execution as required and requested by the events team.
- Support with communications for the program including: electronic newsletter, event promotions, blogs, member portal updates, case studies, social media, meeting coordination.

Program Services Support

- Support members with technical data input & in application/software use
- Support member organization projects and green teams as needed.
- Support the Program Manager with content development for the organization's Year-End Report.
- Support Program Manager & Impact Network members during times of Program Manager's absence (e.g. vacation).
- Coordinate member invoicing activities with the finance team.
- Collaborate with volunteers on the completion of many of the above tasks.
- Participate in team meetings including: Office Team, SWR Team, and program meetings.

Sustainability Ambassador Program

- Maintain resources of the program on Memberlink portal
- Support members of the programs
- Support event planning of the program

As a strong candidate for this role, you have the following skills, attributes, and experience:

- Passion for environmental issues, community-based leadership, and Waterloo Region.
- Strong skills in numerical and qualitative data analysis.
- Ability to convey complex information into easy to understand content.
- Outstanding organizational skills with a strong attention to detail.
- Knowledge of greenhouse gas accounting, waste audits, and water footprinting
- Team player with the ability to work with a diverse group of people.
- Strong communication skills
- Results-oriented and self-driven to succeed.
- Impressive time management skills with the ability to juggle multiple projects of varying natures simultaneously.
- University Degree in Environmental Studies, Environmental Science, Business or relevant field of study, an asset
- Experience with G Suite, Salesforce administration and Mailchimp, recommended
- Experience with Wordpress, an asset
- Availability outside of 9 AM-5 PM for events and volunteer meetings.
- Experience coordinating meetings and/or events, an asset

Employment Details: This is a full-term permanent position

Compensation: \$45,000 annually

Benefits: Team members can access a discounted bus pass, health benefits package is available for this role following three months of employment

Work Location: This role is hybrid, with in office days on Wednesday. This position will require on-site work during community events.

To apply please: Submit your cover letter and resume to Taginder (recruitment@sustainablewr.ca), with your name and the position title clearly marked in the subject line

Sustainable Waterloo Region is committed to creating an accessible and diverse culture where everyone belongs. We commit to actively working to empower full participation and ensure fair treatment within our organization, for those we serve, and for generations to come.

We believe diversity strengthens our organization, and we strongly encourage applications from qualified candidates of any background and lived experience. If you require accommodation, please let us know.